



U.S. DEPARTMENT OF STATE
U.S. EMBASSY MBABANE
JULIA TAFT REFUGEE FUND
NOTICE OF FUNDING OPPORTUNITY

NOTICE OF FUNDING OPPORTUNITY

Funding Opportunity Title: Julia Taft Refugee Fund

Funding Opportunity Number: POL-MBA-FY23-01

Deadline for Applications: January 26, 2023

Average Grants: \$5,000 - \$25,000 per project

Total Amount Available: Subject to availability of funding

A. PROGRAM DESCRIPTION

The U.S. Mission in Eswatini, in collaboration with the U.S. State Department's Bureau of Population, Refugees and Migration (PRM), is pleased to welcome proposals for the Julia Taft Refugee Fund.

Priority Region: *All 4 regions of Eswatini*

Program Objectives:

The Julia Taft Refugee Fund is meant to meet one-time, low-cost gaps in refugee protection and assistance and to respond to urgent needs that have not been addressed by larger multilateral refugee programs.

Support for proposals submitted in response to this notice is not guaranteed and will be based on availability of funding.

Applicant Criteria

Proposals may be submitted by potential NGO partners working in refugee protection and assistance in Eswatini. Special consideration will be given to applications that support LGBTQI+ refugees and migrants.

Eligibility Criteria and Funding Guidelines

The Taft Fund is intended to meet gaps in assistance by issuing grants of up to \$25,000 to national and local non-governmental organizations for quick impact projects to meet critical needs. Additionally, PRM seeks to support local organizations in providing equal access to protection, assistance, and other solutions for vulnerable groups, with priority given to refugees, migrants, and stateless persons. This fund is meant to address critical needs, and as such is flexible to respond to needs as they arise and are identified.

- The funds are meant to support projects that assist a target beneficiary base of at least 50% refugees or refugee returnees.
- Consideration for support is given to projects that benefit both populations of concern and their host communities.
- Project must be completed within twelve (12) months or less.



U.S. DEPARTMENT OF STATE
U.S. EMBASSY MBABANE
JULIA TAFT REFUGEE FUND
NOTICE OF FUNDING OPPORTUNITY

- Applicants must be a registered organization (e.g., NGO, community-based organization, faith-based organization)
- Local and national NGOs will be given priority.
- Average grants are **\$5,000 to \$25,000** per project.

Limitations/Exclusion from Eligibility

- Julia Taft Refugee Funds may only pay for items and technical assistance that are necessary for the completion of the project.
- The fund is not intended for recurring programs and is not meant as an emergency fund.
- Funds cannot be used to support NGO operations or salaries.

B. APPLICATION PACKAGE:

All proposals must be in English. Applications that do not include ALL of the components below will automatically be rejected:

1. Proposal (no specific application form is required), but each application must include a description of the proposed program, benefits to beneficiaries, legal name, and address of entity (local NGO) responsible for implementation. There is a two-page limit for all proposals.
2. Detailed project timeline/calendar.
3. Detailed budget (in USD).
4. Proof of registration in SAMS.gov. The chosen proposal(s) must have an assigned Unique Entity Identifier (UEI) number before receiving the grant funding. If the SAMS.gov registration or EUI has not been finalized, applicants must demonstrate proof of their request for registration in SAMS.gov. For more information on PRM's funding guidelines to NGOs and additional information on issues such as, but not limited to, [obtaining a UEI number and SAM.gov registration](#), PSEA Codes of Conduct, and branding policies, post may also review [PRM's NGO Guidelines](#).
5. A copy of the organization's code of conduct. PRM strongly recommends that Codes of Conduct provide good guidance on establishing strong protection from sexual exploitation and abuse (PSEA) implementation plans and are consistent with Inter-agency Standing Committee (IASC) Principles.



U.S. DEPARTMENT OF STATE
U.S. EMBASSY MBABANE
JULIA TAFT REFUGEE FUND
NOTICE OF FUNDING OPPORTUNITY

C. REVIEW AND SELECTION PROCESS

A selection committee at the U. S. Embassy in Eswatini will review all applications received under this announcement and will assess them based on the strength of the proposal components detailed below.

D. PROPOSAL FORMAT AND COMPONENTS

Proposals may not exceed two pages in length. Organizations may choose to attach work plans, activity calendars, and/or logical frameworks as addendums/appendices to the proposal. These attachments do not count toward the page limit total; however, annexes cannot be relied upon as a key source of program information. Competitive applications will contain the following elements and the review panel will evaluate proposals based on the following criteria:

Summary of Proposed Activities: Provide one to two sentences that summarize the proposed project, the number of beneficiaries, and a start and end date.

Gap Analysis: With respect to the specific location, activities, needs, and target beneficiaries of the proposed program, describe the current or anticipated elements of the humanitarian situation that this program seeks to address. Explain how this proposal addresses the protection and assistance needs of the target population which are not being met by other assistance efforts, including those being undertaken by the host country, the UN High Commissioner for Refugees (UNHCR), other international organizations, and/or NGOs.

Target Population: Describe the anticipated beneficiary population for this program including the process of beneficiary targeting and selection; how refugees, returnees, host community members will be identified; and what actions you would take to ensure that potentially vulnerable and underserved groups are included.

Project Description:

This section should clearly and concisely outline the (1) key activities, and (2) the implementation plan.

Monitoring and Evaluation: Provide a clear monitoring and evaluation plan.

Sustainability: Provide a brief outline stating how the organization proposes to sustain its activities beyond the completion and end of the grant.

Public Affairs: Provide an outline of a plan to work with the U.S. Embassy to ensure exposure of Taft-funded initiatives, if appropriate, including collaborations with other refugee-related partners, beneficiaries, and calendar events.

Once the review process is complete, the U.S. Embassy will notify the successful applicant(s) as well as the unsuccessful applicants. Applicants must submit their organizations "Code of Conduct" and a country implementation plan that outlines how employees are trained, how



U.S. DEPARTMENT OF STATE
U.S. EMBASSY MBABANE
JULIA TAFT REFUGEE FUND
NOTICE OF FUNDING OPPORTUNITY

violations are reported and followed up in a safe and undisclosed manner, and whether or not there is a PSEA focal point at the organization. For more information on preventing sexual exploitation and abuse (SEA), please see the [IASC website](#).

PRM is equally concerned with discrimination, sexual harassment, and sexual abuse perpetrated against aid workers, particularly women aid workers, by colleagues in the workplace. Where possible, PRM encourages organizations to also reference how the organization is addressing sexual harassment and promoting culture change, such as mutual respect and equality amongst staff

E. AWARD INFORMATION

Length of performance period: 12 months

Award amounts: awards may range from a minimum of \$5,000 to a maximum of \$25,000

Total available funding: Subject to availability of funding

Anticipated program start date: February 2023

This notice is subject to availability of funding.

Funding Instrument Type: Grant

Program Performance Period: Proposed programs should be completed in **12 months** or less.

F. ELIGIBILITY INFORMATION

1. Eligible Applicants

Special consideration will be given to applications that support LGBTQI+ refugees and migrants. Applicants must be a registered organization (e.g., NGO, community -based organization, faith-based organization). Local and national NGOs will be given priority.

No applications are accepted from individuals or private business.

2. Other Eligibility Requirements

In order to be eligible to receive an award, all organizations must have a Unique Entity Identifier (UEI) number issued via www.SAM.gov as well as a valid registration on www.SAM.gov. Please see Section D.3 for more information.



U.S. DEPARTMENT OF STATE
U.S. EMBASSY MBABANE
JULIA TAFT REFUGEE FUND
NOTICE OF FUNDING OPPORTUNITY

Please note: Applicants are only allowed to submit one proposal per organization. If more than one proposal is submitted from an organization, all proposals from that institution will be considered ineligible for funding.

G. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package

Application forms required below are available at <https://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1>

2. Content and Form of Application Submission

Please follow all instructions below carefully. Proposals that do not meet the requirements of this announcement or fail to comply with the stated requirements will be ineligible.

Content of Application

Please ensure:

- The proposal clearly addresses the goals and objectives of this funding opportunity
- All documents are in English
- All budgets are in U.S. dollars
- All pages are numbered
- All documents are formatted to 8 ½ x 11 paper, and
- All Microsoft Word documents are single-spaced, 12-point Times New Roman font, with a minimum of 1-inch margins.

The following documents are **required**:

1. Mandatory application forms

- SF-424 (Application for Federal Assistance – organizations) at www.grants.gov
- SF424A (Budget Information for Non-Construction programs) at www.grants.gov
- SF424B (Assurances for Non-Construction programs) at www.grants.gov

2. Summary Page: Cover sheet stating the applicant's name and organization, proposal date, program title, program period proposed start and end date, and brief purpose of the program.

3. Proposal: The proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to do. You may use your own proposal format, but it must include all the items below.



U.S. DEPARTMENT OF STATE
U.S. EMBASSY MBABANE
JULIA TAFT REFUGEE FUND
NOTICE OF FUNDING OPPORTUNITY

4. Budget Justification Narrative: After filling out the SF-424A Budget (above), use a separate sheet of paper to describe each of the budget expenses in detail. See section *H. Other Information: Guidelines for Budget Submissions* below for further information.

H. REQUIRED REGISTRATIONS

All organizations applying for grants (except individuals) must obtain these registrations. All are free of charge:

- www.SAM.gov registration which will generate a UEI
- NCAGE/CAGE code

Any applicant with an exclusion in the System for Award Management (SAM) is not eligible to apply for an assistance award in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR, 1986 Comp., p. 189) and 12689 (3 CFR, 1989 Comp., p. 235), "Debarment and Suspension."

The Unique Entity Identifier (UEI) is one of the data elements mandated by Public Law 109-282, the Federal Funding Accountability and Transparency Act (FFATA), for all Federal awards. SAM.gov is the Federal government's primary database for complying with FFATA reporting requirements. OMB designated SAM.gov as the central repository to facilitate applicant and recipient use of a single public website that consolidates data on all federal financial assistance. Under the law, it is mandatory to register in SAM.gov.

Starting April 2022, the UEI will be assigned when an organization registers or renews its registration in SAM.gov at www.SAM.gov. To access SAM.gov an organization is required to have a Login.gov account. Organization can create an account at <https://login.gov/>. As a reminder, organizations need to renew its sam.gov registration annually.

US-based organizations: A CAGE code will be automatically assigned when the U.S. organizations registers in www.sam.gov. CAGE must be renewed every 5 years. Site for CAGE: <https://cage.dla.mil/Home/UsageAgree>. Grantees may be asked for more information to finalized and must comply.

Foreign-based organizations: Must apply for a NCAGE code before registering in SAM.gov. Go to: <https://eportal.nspa.nato.int/AC135Public/CageTool/home> to apply for a NCAGE code. NCAGE codes must be renewed every 5 years.

It is in the organization's best interest to check if their CAGE/or NCAGE codes are active. Organizations are required to register/or renew their CAGE or NCAGE codes **prior** to registering or renewing www.sam.gov. Both registration and renewals for both CAGE and NCAGE can take up to 10 days. Organization's legal address in NCAGE/CAGE must mirror www.sam.gov.



U.S. DEPARTMENT OF STATE
U.S. EMBASSY MBABANE
JULIA TAFT REFUGEE FUND
NOTICE OF FUNDING OPPORTUNITY

www.sam.gov requires all entities to renew their registration once a year in order to maintain an active registration status in SAM.gov. It is the responsibility of the applicant to ensure it has an active registration in SAM.gov.

If an organization plans to issue a sub-contract or sub-award, those sub-awardees must also have a unique entity identifier (UEI number). Those entities can register for a UEI only at SAM.gov.

If an organization does not have an active registration in SAM.gov prior to submitting an application, the application will be deemed **ineligible**. All organizations applying for grants (except individuals) must obtain these registrations, the latter are free of charge.

Note: As of April 2022, a DUNS number is no longer required.

Submission Dates and Times

Applications are due no later than **January 26, 2023, 11.59pm Eswatini Time**.

Funding Restrictions

No applications are accepted from individuals or private business.

To be considered for this funding opportunity, please submit your applications by email to:
MbabanePolEcon@state.gov.

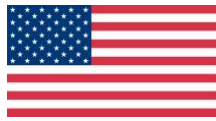
In the subject line, please include the following: Proposal for the Julia Taft Refugee Fund – [insert the name of the organization].

I. APPLICATION REVIEW INFORMATION

1. Criteria

Each application will be evaluated and rated on the basis of the evaluation criteria outlined below.

Quality and Feasibility of the Program Idea – 20 points: The program idea is well developed, with detail about how program activities will be carried out. The proposal includes a reasonable implementation timeline.



U.S. DEPARTMENT OF STATE
U.S. EMBASSY MBABANE
JULIA TAFT REFUGEE FUND
NOTICE OF FUNDING OPPORTUNITY

Organizational Capacity and Record on Previous Grants – 20 points: The organization has expertise in its stated field and has the internal controls in place to manage federal funds. This includes a financial management system and a bank account.

Program Planning/Ability to Achieve Objectives – 15 points: Goals and objectives are clearly stated, and program approach is likely to provide maximum impact in achieving the proposed results.

Budget – 10 points: The budget justification is detailed. Costs are reasonable in relation to the proposed activities and anticipated results. The budget is realistic, accounting for all necessary expenses to achieve proposed activities.

Monitoring and evaluation plan – 15 points: Applicant demonstrates it is able to measure program success against key indicators and provides milestones to indicate progress toward goals outlined in the proposal. The program includes output and outcome indicators and shows how and when those will be measured.

Sustainability – 10 points: Program activities will continue to have positive impact after the end of the program.

Support of Equity and Underserved Communities – 10 points: Proposals should clearly demonstrate how the program will support and advance equity and engage underserved communities in program administration, design, and implementation.

2. Review and Selection Process

A grants review committee will evaluate all eligible applications.

3. Federal Awardee Performance & Integrity Information System (FAPIS)

For any Federal award under a notice of funding opportunity, if the Federal awarding agency anticipates that the total Federal share will be greater than the simplified acquisition threshold on any Federal award under a notice of funding opportunity may include, over the period of performance (see §200.88 Simplified Acquisition Threshold), this section must also inform applicants:

i. That the Federal awarding agency, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIS) (see 41 U.S.C. 2313);



U.S. DEPARTMENT OF STATE
U.S. EMBASSY MBABANE
JULIA TAFT REFUGEE FUND
NOTICE OF FUNDING OPPORTUNITY

ii. That an applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM;

iii. That the Federal awarding agency will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in §200.206 Federal awarding agency review of risk posed by applicants.

J. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

The grant award or cooperative agreement will be written, signed, awarded, and administered by the Grants Officer. The assistance award agreement is the authorizing document, and it will be provided to the recipient for review and signature by email. The recipient may only start incurring program expenses beginning on the start date shown on the grant award document signed by the Grants Officer.

If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding. Renewal of an award to increase funding or extend the period of performance is at the discretion of the Department of State.

Issuance of this NOFO does not constitute an award commitment on the part of the U.S. government, nor does it commit the U.S. government to pay for costs incurred in the preparation and submission of proposals. Further, the U.S. government reserves the right to reject any or all proposals received.

Payment Method: Payments will be made via EFT in at least two instalments, as needed to carry out the program activities. For Swati bank accounts, the exchange rate on the date of the transaction will be used.

2. Administrative and National Policy Requirements

Before submitting an application, applicants should review all the terms and conditions and required certifications which will apply to this award, to ensure that they will be able to comply.

These include:



U.S. DEPARTMENT OF STATE
U.S. EMBASSY MBABANE
JULIA TAFT REFUGEE FUND
NOTICE OF FUNDING OPPORTUNITY

- [2 CFR 25 - UNIVERSAL IDENTIFIER AND SYSTEM FOR AWARD MANAGEMENT](#)
- [2 CFR 170 - REPORTING SUBAWARD AND EXECUTIVE COMPENSATION INFORMATION](#)
- [2 CFR 175 - AWARD TERM FOR TRAFFICKING IN PERSONS](#)
- [2 CFR 182 - GOVERNMENTWIDE REQUIREMENTS FOR DRUG-FREE WORKPLACE \(FINANCIAL ASSISTANCE\)](#)
- [2 CFR 183 - NEVER CONTRACT WITH THE ENEMY](#)
- [2 CFR 600 – DEPARTMENT OF STATE REQUIREMENTS](#)
- [U.S. DEPARTMENT OF STATE STANDARD TERMS AND CONDITIONS](#)

In accordance with the Office of Management and Budget's guidance located at 2 CFR part 200, all applicable Federal laws, and relevant Executive guidance, the Department of State will review and consider applications for funding, as applicable to specific programs, pursuant to this notice of funding opportunity in accordance with the following: NOTE:

- [Guidance for Grants and Agreements in Title 2 of the Code of Federal Regulations](#) (2 CFR), as updated in the Federal Register's 85 FR 49506 on August 13, 2020, particularly on:
 - Selecting recipients most likely to be successful in delivering results based on the program objectives through an objective process of evaluating Federal award applications (2 CFR part 200.205),
 - Prohibiting the purchase of certain telecommunication and video surveillance services or equipment in alignment with section 889 of the National Defense Authorization Act of 2019 (Pub. L. No. 115—232) (2 CFR part 200.216),
 - Promoting the freedom of speech and religious liberty in alignment with *Promoting Free Speech and Religious Liberty* (E.O. 13798) and *Improving Free Inquiry, Transparency, and Accountability at Colleges and Universities* (E.O. 13864) (§§ 200.300, 200.303, 200.339, and 200.341),
 - Providing a preference, to the extent permitted by law, to maximize use of goods, products, and materials produced in the United States (2 CFR part 200.322), and
 - Terminating agreements in whole or in part to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities (2 CFR part 200.340).

3. Reporting



U.S. DEPARTMENT OF STATE
U.S. EMBASSY MBABANE
JULIA TAFT REFUGEE FUND
NOTICE OF FUNDING OPPORTUNITY

Reporting Requirements: Recipients will be required to submit financial reports and program reports. The award document will specify how often these reports must be submitted. It is anticipated that reports will be due within thirty (30) days of each three-month period, and within ninety (90) days of the final completion of the award period.

Applicants should be aware of the post award reporting requirements reflected in [2 CFR 200 Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters](#)

Foreign Assistance Data Review: As required by Congress, the Department of State must make progress in its efforts to improve tracking and reporting of foreign assistance data through the Foreign Assistance Data Review (FADR). The FADR requires tracking of foreign assistance activity data from budgeting, planning, and allocation through obligation and disbursement. Successful applicants will be required to report and draw down federal funding based on the appropriate FADR Data Elements, indicated within their award documentation. In cases of more than one FADR Data Element, typically program or sector and/or regions or country, the successful applicant will be required to maintain separate accounting records.

K. FEDERAL AWARDING AGENCY CONTACTS

If you have any questions about the application process, please contact: MbabanePolEcon@state.gov.

L. OTHER INFORMATION

Guidelines for Budget Justification

Personnel and Fringe Benefits: Describe the wages, salaries, and benefits of temporary or permanent staff who will be working directly for the applicant on the program, and the percentage of their time that will be spent on the program.

Travel: Estimate the costs of travel and per diem for this program, for program staff, consultants or speakers, and participants/beneficiaries. If the program involves international travel, include a brief statement of justification for that travel.

Equipment: Describe any machinery, furniture, or other personal property that is required for the program, which has a useful life of more than one year (or a life longer than the duration of the program), and costs at least \$5,000 per unit.

Supplies: List and describe all the items and materials, including any computer devices, that are needed for the program. If an item costs more than \$5,000 per unit, then put it in the budget under Equipment.



U.S. DEPARTMENT OF STATE
U.S. EMBASSY MBABANE
JULIA TAFT REFUGEE FUND
NOTICE OF FUNDING OPPORTUNITY

Contractual: Describe goods and services that the applicant plans to acquire through a contract with a vendor. Also describe any sub-awards to non-profit partners that will help carry out the program activities.

Other Direct Costs: Describe other costs directly associated with the program, which do not fit in the other categories. For example, shipping costs for materials and equipment or applicable taxes. All “Other” or “Miscellaneous” expenses must be itemized and explained.

Indirect Costs: These are costs that cannot be linked directly to the program activities, such as overhead costs needed to help keep the organization operating. If your organization has a Negotiated Indirect Cost Rate (NICRA) and includes NICRA charges in the budget, attach a copy of your latest NICRA. Organizations that have never had a NICRA may request indirect costs of 10% of the modified total direct costs as defined in 2 CFR 200.68.

“Cost Sharing” refers to contributions from the organization or other entities other than the U.S. Embassy. It also includes in-kind contributions such as volunteers’ time and donated venues.

Alcoholic Beverages: Please note that award funds cannot be used for alcoholic beverages.